	APPLICATION FOR **REAL ESTATE** **CONTINUING EDUCATION**	Division of Real Estate PO Box 146711 Salt Lake City, UT 84114-6711 (801) 530-6747

OBJECTIVE: T*HROUGH EDUCATION, THE LICENSEE SHALL BE REASONABLY CURRENT IN REAL ESTATE KNOWLEDGE AND SHALL HAVE IMPROVED ABILITY TO PROVIDE GREATER PROTECTION AND SERVICE TO THE REAL ESTATE CONSUMER, THEREBY MEETING THE **R****EAL **E****STATE **C****OMMISSION'S PRIMARY OBJECTIVE OF PROTECTION OF AND SERVICE TO THE PUBLIC.*

A. TITLE OF THE COURSE OFFERING _____

B. NAME OF SPONSOR _____ DATE_____

   ADDRESS _____ PHONE_____

   CITY _____ STATE_____ ZIP_____

C. COORDINATOR/DIRECTOR _____ PHONE_____

   ADDRESS _____

   CITY _____ STATE_____ ZIP _____

D. OWNERS OF THE ENTITY PROVIDING THE COURSE

   NAME_____ PHONE_____

   ADDRESS_____ CITY_____ ST____ ZIP_____

   NAME_____ PHONE_____

   ADDRESS_____ CITY_____ ST____ ZIP_____

E. INCLUDED WITH THIS APPLICATION IS THE FOLLOWING (use separate sheets where necessary):

☐ The Course Curriculum
☐ An Instructor Certification Application form for each instructor who will teach the course; OR the certification number if an already certified instructor
☐ A sample of the proposed advertising to be used (if any)
☐ Non-refundable application fee of $35.00 payable to the Division of Real Estate
☐ Non-refundable instructor application fee of $15.00 payable to the Division of Real Estate for each instructor to be certified
☐ A sample of the completion certificate bearing all appropriate information (see Rule 9.5.2.15)

Instructors to be used:

Name	Cert. #	Exp. date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

F. I agree to allow the course to be randomly audited on an unannounced basis by the Division or its representative. I also agree to not market personal sales products.

_____
(Signed) Course Coordinator/Director

Please remember that Utah law requires a course provider to retain attendance records for a minimum of three years.

OFFICE USE ONLY

Received_____ Reviewed_____

Division Action _____ ☐ Approved   ☐ Denied

CE Hours _____ Cert. # _____

Expiration Date _____ By _____
Initials

CE05-99-06

COURSE CURRICULUM
FOR REAL ESTATE CONTINUING EDUCATION

A. TITLE OF COURSE _____

   COURSE SPONSOR _____ DATE _____

B. DESCRIPTION OF COURSE:

   ☐ Seminar   ☐ Conference   ☐ Distance Education   ☐ Other_____

C. DATE(S) OF COURSE: _____   HOURS OF CREDIT REQUESTED _____

   LOCATION: ADDRESS _____ CITY _____
   (Please list additional presentations on separate sheet.)

D. DESCRIPTION OF THE PROCEDURE FOR PREREGISTRATION: _____
   _____

E. TUITION/REGISTRATION FEE WILL BE $ _____   THE CANCELLATION/REFUND POLICY IS: _____
   _____
   _____

F. DESCRIPTION OF PROCEDURE FOR MAINTAINING CONTROL OF ATTENDANCE DURING CLASS TIME (N/A FOR DISTANCE EDUCTION):
   _____
   _____
   _____

G. DESCRIPTION OF MATERIALS TO BE DISTRIBUTED:
   _____
   _____

H. HOW WILL THIS COURSE IMPROVE THE LICENSEE'S ABILITY TO PROVIDE GREATER PROTECTION AND SERVICE TO THE PUBLIC?
   _____
   _____

I. IF THE COURSE APPLICATION IS FOR APPROVAL OF A DISTANCE EDUCATION COURSE (AS DEFINED IN RULE 9.5.3.), PLEASE INCLUDE THE FOLLOWING INFORMATION:

   ☐ Proof of current ARELLO certification for the delivery method, AND

   ☐ Justification of the classroom hour equivalency as is required by ARELLO standards.

CE06-99-06

J. LEARNING OBJECTIVES. See attachment entitled "How to Write a Learning Objective." Please provide three to five Learning Objectives for every three hours of course work.

1. The licensee will be able to _____

_____

2. The licensee will be able to _____

_____

3. The licensee will be able to _____

_____

4. The licensee will be able to _____

_____

5. The licensee will be able to _____

_____

K. THE FOLLOWING WILL BE THE MEANS USED IN ASSESSING WHETHER THE LEARNING OBJECTIVES HAVE BEEN REACHED:

_____

_____

_____

L. DIFFICULTY LEVEL OF COURSE   ☐ Beginning   ☐ Intermediate   ☐ Advanced

M. COURSE OUTLINE. Describe in detail the components of the course by breaking it down into subject areas of no greater than 15 minutes (more detail is acceptable). What will be the method of instruction or teaching technique used for each area (lecture, slides, group involvement, videotape, etc.)? What will be the Learning Level for each subject area (see explanation of Levels of Learning on the orange sheet). If this section is NOT completed, your application will be returned without review. If you wish, you may provide this information on a computer generated sheet. Distance Education course applications need not include the 15 minute breakdown, however, you must submit a copy of the course curriculum including a course outline.

Length in Time (no greater than 15 min. segments)	Teaching Technique	Learning Level	Subject Matter Segment and Description
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

M. COURSE OUTLINE (continued)

Length in Time (no greater than 15 min. segments)	Teaching Technique	Learning Level	Subject Matter Segment and Description
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____